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**STATE OF DELAWARE**  
**BOARD OF NURSING**  
**Limited Lay Administration of Medications Committee**

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## **LLAM COMMITTEE Minutes**

The LLAM Committee held a meeting on August 3, 2015 at 3:30 P.M. in Conference Room A, Cannon Building, 861 Silver Lake Blvd, Dover, Delaware.

**PRESENT:** Pam Tyranski (telephone), Mary Peterson, Sandra Robinson, Maxine Travis, Agnes Richardson, Yrene Waldron,

**ABSENT:** Ann Blackmore, Alicia Kluger, Sarah Carmody, Vickie Cox

**GUESTS:** Kim Blunt, RN, NHA/DHCFA

**PRESIDING:** Mary Peterson

**STAFF:** Pamela Zickafoose, Executive Director, Delaware Board of Nursing

**CALL TO ORDER:** Ms. Peterson called the meeting to order at 3:38 pm.

**REVIEW OF MINUTES:** Minutes from the March 24, 2015 AWSAM meeting were reviewed. One typographical error was identified for correction. Ms. Waldron made a motion to approve the minutes, seconded by Ms. Travis. By majority vote the motion carried with Ms. Robinson and Dr. Richardson abstaining.

### **UNFINISHED BUSINESS:**

#### Frequently Asked Questions (FAQs)

Members discussed how the frequently asked questions would be used and decided to distribute them with the curriculum materials but to not post on the Board website until later to determine what questions arise after the rollout. Questions were reviewed and two changes were recommended by Ms. Waldron. Dr. Zickafoose will make the changes to the questions and answers and email to committee members.

Ms. Travis asked about the letter of completion and whether it could be replicated fraudulently. Members discussed use of a seal and decided entities could use the sign in sheets from LLAM courses to determine who did or did not successfully complete the program and receive a letter.

#### Section 5 Rules

LLAM Committee Minutes  
August 3, 2015

Dr. Zickafoose informed members the language they previously approved was submitted to the Register of Regulations and was published today. There will be a public hearing on September 9, 2015. Final implementation should occur by November. Members were encouraged to attend if able.

Stakeholder Outreach- DPR Legislation Implementation

Ms. Waldron and Ms. Peterson will send to their providers, administrators, and directors of nursing. Ms. Peterson said she would also send the LLAM materials to the Directors and Deputy Directors for the divisions in DHSS. Ms. Travis stated she planned to send out the curriculum with an email blast to her entities.

Clarification for Unstable Client in Policies

Ms. Travis asked for clarification of the policies manual page 5 that refers to “unstable” clients. After discussion members decided each entity needed to define their clientele. Ms. Travis would include in her module that unstable clients would be referred to the consulting nurse.

Change to LLAM Committee

Dr. Zickafoose informed the members that the committee was now officially the LLAM Committee since the legislation was signed by the Governor.

**NEW BUSINESS**

Annual Report

Members discussed the items to be included in the annual report which will be developed by the Board of Nursing and distributed to entities for an August 1 report each year. Items to be included are: List of qualified instructors, number of LLAM trained UAPs from July 1 through June 30, number of medication errors and outcomes, and how many UAPs did not successfully complete the course or competency testing.

**OTHER BUSINESS before the committee (for discussion only): None**

**PUBLIC COMMENT-** Ms. Blunt thanked the committee for their work and for attending the meeting.

**NEXT MEETING-** To be determined after Rules and Regulations hearing.

**ADJOURNMENT-** The meeting was adjourned at 5:28 P.M.

Respectfully submitted,



Pamela C. Zickafoose, EdD, MSN, RN, NE-BC, CNE  
Executive Director  
Delaware Board of Nursing